



**August 10, 2021
REQUEST FOR PROPOSALS
Rental Uniform
RFP #22-012**

The City of Albany, Procurement Division, Suite 260, 222 Pine Avenue, Albany, Georgia 31701 will receive Sealed Proposals from qualified firms until **5:00 P.M., on September 10, 2021** for a contract to provide rental work uniforms for the City of Albany and Dougherty County.

A **Pre-Proposal Conference** will be held **August 25, 2021 at 10:00 a.m.** at the Government Building on 222 Pine Avenue Suite 260 Albany, GA 31701. All interested proposers are strongly encouraged to attend. We also have Teleconference Capability to ensure all interested parties have an opportunity to be involved in the meeting. **See page 10 for conference call instructions.**

The City of Albany strongly encourages Small Business firms to participate in this RFP. All corporations should provide corporate seal, a copy of the Secretary of State's Certificate of Incorporation and listing of the principles of the corporation with their response.

Any interested and qualified firm and/or party is requested to submit a sealed response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed. No reimbursement will be made by the City of Albany for any costs incurred prior to issuance of a formal Notice to Proceed should an award of contract result from this solicitation.

The City of Albany reserves the right to reject any and all responses and to waive technicalities as deemed to be in the best interest of the City. The City of Albany reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

Documents are available at the Procurement Office, www.albanyga.gov, and the Georgia Procurement Registry. Submit all questions via email to jswilliams@albanyga.gov; cc: mtrotter@albanyga.gov and tewilliams@albanyga.gov; or fax questions to (229) 431-2184. Replies of substance will be in writing and made available to all potential proposers. Deadline for questions is **August 30, 2021** by 5:00 pm.

City of Albany,
Yvette Fields

Yvette Fields, CPPB, NIGP-CPP
Director

CENTRAL SERVICES

**CITY OF ALBANY
PROCUREMENT DIVISION
CENTRAL SERVICES DEPARTMENT
ALBANY, GEORGIA
INSTRUCTIONS TO PROPOSERS**

These instructions will bind proposals to terms and conditions herein set forth, except as specifically qualified in special proposal and contract terms issued with any individual proposal.

1. The following criteria are used in determining low responsible proposal.
 - (a) The ability, capacity and skill of bidder to perform required service.
 - (b) Whether proposer can perform service promptly or within specified time.
 - (c) The character, integrity, reputation, judgment, experience and efficiency of bidder.
 - (d) The performance of previous contracts.
 - (e) The suitability of equipment or material for City use.
 - (f) The ability of proposer to provide future maintenance and parts service.
2. Payment terms are Net 30 unless otherwise specified. Favorable term discounts may be offered and will be considered in determining low proposal if they are deemed advantageous to The City.
3. Unless otherwise specified all materials, supplies or equipment quoted herein must be delivered within thirty (30) days from date of notification of award or by exception noted on bid sheet.
4. Prospective proposers are responsible for examining the location of the proposed work or delivery and determining, in their own way, the difficulties, which are likely to be encountered in the execution of same.
5. The ESTIMATED QUANTITY given in the specifications or advertisement is for the purpose of proposing only. The City may purchase more or less than the estimated quantity, and the proposer must not assume that such estimated quantity is part of the contract.
6. All proposals should be tabulated, totaled, and checked for accuracy. The unit price will prevail in case of errors.
7. All requested information should be included in the sealed bid envelope. All documents and information must be signed and included for your bid to receive full consideration. **Failure to submit any required information or document will be cause for bid to be rejected as non-responsive.**
8. Failure of the proposer to sign the proposal document or have the signature of any authorized representative or agent on the proposal **in the space provided will be cause for rejection of the proposal.** Signature(s) must be written in ink.
9. Failure to enclose bid bond, where required, **will result in rejection of the proposal.** Bond may be in the form of cash, certified check, cashier's check or Surety Bond issued by a Surety Company licensed to conduct business in Georgia.
10. **All proposers should provide their tax identification number with the bid.**
11. All proposing Corporations should provide the corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with the proposal.
12. Quote all prices F.O.B. Albany or our warehouse or as specified in proposal documents.
13. If the proposer proposes to furnish any item of a foreign make or product, he/she should write "Foreign" together with the name of the originating country opposite such item on the proposal.
14. When requested, SAMPLES will be furnished free of expense, properly marked for identification and accompanied by list where there is more than one sample. The City reserves the right to mutilate or destroy any samples submitted whenever it may be in the best interests of The City to do so for the purpose of testing.
15. The City will reject any material, supplies or equipment that do not meet the specifications, even though bidder lists the trade name or names of such materials on the bid or price quotation form.
16. Any alterations, erasures, additions or omissions of required information or any changes of specifications, or bidding schedule are done at the risk of the proposer. Any bid will be rejected that has a substantial variation, such as a variation that affects the price, quality or delivery date (when delivery is required by a specific time).
17. Each proposer or proposal shall be clearly marked as a **Sealed Proposal** with the **Proposal Number** clearly printed.
18. Proposers **must** be received and stamped by the Procurement Office before the date and time stipulated in proposer documents. No responsibility will attach to any City representative or employee for premature closing of proposals not properly addressed or identified.
19. If only one proposal is received, the proposal may be rejected and/or re-advertised, except in the case of only one known source of supply.
20. Proposals received late will not be accepted, and The City will not be responsible for late mail delivery.
21. Should a bid be misplaced by The City and found later it will be considered.
22. The unauthorized use of patented articles is done entirely at the risk of the proposer.
23. All proposers must be recognized and authorized dealers in the materials or equipment specified and be qualified to instruct in their application or use. A bidder at any time requested must satisfy the Procurement Office and City Commission that he has the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
24. Only the latest model equipment as evidenced by the manufacturer's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. Equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In

addition to the equipment specifically called for in the specifications, all equipment catalogued by the manufacturer as standard or required by the State of Georgia shall be furnished with the equipment. Where required by the State of Georgia Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Georgia Department of Revenue.

25. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Procurement Officer and/or the Department to which they are delivered. If defective material, equipment or supplies are discovered, the contractor, upon being instructed by the Procurement Officer, shall remove, or make good such material, equipment or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by The City will in no way lessen the responsibility of the contractor or release him from his obligation to perform and deliver to The City sound and satisfactory materials, equipment or supplies. The contractor agrees to pay the cost of all tests on defective material, equipment or supplies or allow the cost to be deducted from any monies due him by The City.
26. For multi-year contracts the following clauses pursuant to OCGA 36-60-13 apply: (1) The contract shall terminate absolutely and without further obligation on the part of The City or County at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed; (2) The contract may provide for automatic renewal unless positive action is taken by The City or County to terminate such contract, and the nature of such action shall be determined by The City or County and specified in the contract; (3) The contract shall state the total obligation of The City or County for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and (4) The contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the vendor until fully paid for by The City.
27. Unless otherwise specified The City reserves the right to award each item separately or on a lump sum basis, whichever is in the best interest of The City.
28. The successful proposer shall secure all permits, license certificates, inspections (permanent and temporary) and occupational tax certificate, if applicable, before any work can commence. Contractor as well as any and all known subcontractors must possess or will be required to obtain a City of Albany Occupational Tax Certificate or Registration.
29. The successful proposer on motor vehicle equipment shall be required to furnish with delivery of vehicle, Certificate of Origin and Georgia vendors shall provide Georgia Motor Vehicle form MV1.
30. The City reserves the right to reject any and all proposers, to waive any informalities in the proposal process, and to award the contract as may be in the best interest of the City and/or re-advertise for proposals.
31. Local proposer (domiciled in Albany City Limits) will receive bid in the event of tie proposals. In the case of tie proposals between out of town companies or between local concerns, evaluated as equal, proposal will be recommended or awarded by chance coin toss, or drawing straws. **The Board of Commissioners passed a local preference ordinance on January 27, 2015. Where applicable, this ordinance will govern. Local preference will not be a basis for award on bids that are federally funded.**
32. No proposer writing restrictive specifications for The City will be allowed to bid on the project.
33. Reasonable grounds for supposing that any bidder is interested in more than one bid for the same item will be considered sufficient cause for rejection of all bids in which he/she is interested.
34. A contract **will not** be awarded to any corporation, firm or individual who is, from any cause, in arrears to The City/County or who has failed in any former contract with The City to perform work satisfactorily, either as to the character of the work, the fulfillment of the guarantee, or the time consumed in completing the work.
35. It is mutually understood and agreed that if any time the Procurement Officer shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or is executing the same in bad faith, the Procurement Officer shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter, to address given in bid/proposal. If after three working days of notification the conditions are not corrected to the satisfaction of the Procurement Officer, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by The City out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amount of such excess to The City on notice by the Procurement Officer of the excess due.
36. Contracts may be cancelled by The City with or without cause with 30-day written notice.
37. Any complaint from proposers relative to the Invitation to Proposers or any attached specifications should be made prior to the time of closing of proposals, otherwise such complaint cannot be properly considered.
38. Any proposer may withdraw his bid at any time before the time set for opening of proposals. No proposal may be withdrawn without cause in the 60-day period after proposals are opened.
39. All questions, inquiries and requests for clarification shall be directed to Procurement.
40. Any protest that may arise as a result of proposal award, needs to be initiated with our City Attorney Office by calling 229-302-1486. From there any requested documents that can be legally replicated will be made available.
41. **Prior to submission, all proposers are encouraged to check the website at www.albanyga.gov or call the Procurement Office at 229-431-3211 for any addendums.**

**REQUEST FOR PROPOSALS
SPECIAL INSTRUCTIONS TO PROPOSERS
RFP #22-012**

1. **GENERAL INFORMATION:** The City of Albany and Dougherty County is Seeking Uniform Rental Services.
2. **INSURANCE REQUIREMENT:** Successful vendor shall maintain insurance with companies licensed to do business in the State of Georgia acceptable to the City for the protection of the City and name it as an additional insured, against all claims, losses, costs or expenses arising out of injuries or death of persons whether or not employed by vendor, whether arising from the acts or omission, negligence or otherwise of vendor or any of its agents, employees, patrons, or other persons, and growing out of work being done by vendor on behalf of City, such policies to provide for a liability limit on account of each accident resulting in the bodily injury or death of not less than One Million (\$1,000,000) Dollars, a liability limit of not less than One Million (\$1,000,000) Dollars for each accident for property damage. Vendor shall also carry product liability insurance for personal injuries and/or death in the amount not less than One Million (\$1,000,000) Dollars for any one person. Vendor shall maintain a combined single liability limit of Five Hundred Thousand (\$500,000) Dollars, covering owned, non-owned, and hired vehicles. Vendor shall furnish evidence to the City of the continuance in force of said policies by providing copies of the policy to the Procurement Agent. A Certificate of insurance is not acceptable. The City's sole judgment shall control as to the sufficiency of the coverage.

Vendor shall furnish to the City satisfactory evidence that it carries Worker's Compensation Insurance in accordance with the laws of the State of Georgia.

3. **PROPOSAL RESPONSE:** All vendors/respondents should provide information as detailed in this RFP and any other pertinent information which will assist the Evaluation Committee in selecting the most qualified firm.
4. **Delivery of submittals:** One (1) original, one (1) electronic (PDF) and seven (7) copies of all submittals should be delivered to the address below:

CITY OF ALBANY
PROCUREMENT DIVISION
222 PINE AVENUE, SUITE 260
ALBANY, GEORGIA 31701
PHONE: (229) 431-3211

Submittals should be clearly marked on the outside as "RFP No. 22-012, Rental Work Uniforms"

Sealed responses may be hand delivered or mailed to the above listed address. Sealed submittals must be delivered in writing. Verbal responses are not acceptable. The City of Albany assumes no responsibility for submittals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason. If submittals are delivered by other than hand delivery, it is recommended that the respondent verify delivery. Any submittal received after the specified time and date will not be considered and will be returned unopened to the firm.

5. **EVALUATION CRITERIA:**

References & Experience	25%
Life Expectancy of Uniforms/Compliance with Specifications	25%
Turnover Time in Supplying New Uniforms	20%
Delivery Service/Quality Assurance Program	20%
Price	10%

Award will be made to the responsible proposer whose proposal best meets the needs of the City of Albany as set forth herein. Proposers will be evaluated on the following criteria:

- **References & Experience:** Vendor should list at least three references of companies of comparable size to the City of Albany stating company name, contact person's title and phone number for each company. State the number of persons served, number of locations and years of service for each company. **Weight 25%**
- **Life Expectancy of Uniforms/Compliance with Specifications:** Vendor should provide manufacture's specification for each item. Provide a list of any deviations or discrepancies to proposal specifications. Provide a sample of shirts and trousers and state the life expectancy of uniforms processed through normal commercial uniform cleaning equipment. **Weight 25%**
- **Turnover Time in Supplying New Uniforms:** Vendor shall state maximum time required in fitting and supplying City of Albany and Dougherty County for initial set-up, replacement of defects/damages and for renewal of contract. **Weight 20%**
- **Delivery Service/Quality Assurance Program:** Vendor should describe delivery service program and routing, number of delivery personnel available for Albany, location of delivery service, location of cleaning service, days available for service in Albany, etc. Describe quality assurance program. **Weight 20%**
- **Price:** In a separately sealed envelope, vendor must provide pricing for each category as shown on quotation sheet. Price must be inclusive of all fees for service and delivery. No other costs or additional charges will be allowed after award of contract for full term of contract. **Weight 10%**

6. **SELECTION PROCESS:** A Selection Committee will review all proposals submitted prior to the deadline. Based upon the background information reported in the RFP, the Committee will determine whether the respondent is qualified or unqualified. The city of Albany reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses. Cost will not be the sole determining factor in selecting a firm. The selection committee will rank the qualified firms based on the data submitted. The committee may require each of these firms to make a formal presentation to the selection committee regarding its qualifications to perform the requested services. The top ranked firm(s) will be selected for final negotiations. Upon completion of

negotiations and acceptance/approval by the Board of City Commissioners, a formal contract agreement will be executed between the City and the Consultant.

7. **FORMS:** Submit with proposal an executed copy of Certificate of Non-Collusion, Governing Law & Venue, Drug-Free workplace, Indemnity, and Debarred Bidders Certification Forms (attached).
8. **GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT:** The successful contractor will provide certification that they are in compliance with the Georgia Security and Immigration Compliance Act, certifying that the provisions of GA Law, O.C.G.A 13-10-91, Chapter 300-10-1, per the Georgia Department of Labor, if applicable, have been complied with in full. Pursuant to O.C.G.A 13-10-90(2), all subcontractors entering into a contract or agreement for hire on this Project must be registered and participate in the Federal Work Authorization Program.
9. By submitting a proposal, the contractor certifies that it has read and understands this Request for Proposals and has full knowledge and willingness to comply with the scope, nature, quantity and quality of the work to be performed, the detailed requirements of the services to be provided and the conditions under which the services are to be performed.
10. **LOBBYING:** All firms and their agents who intend to, or have submitted responses to this solicitation are hereby placed on formal notice that lobbying of City of Albany Government officials, employees or members of the Evaluation Committee with the intent to manipulate the Procurement process may result in the immediate disqualification of such firm by the City from further consideration for this project.
11. **Termination for Convenience:** This contract may be terminated in whole or in part by the City of Albany with the consent of the contractor in which case the two parties shall agree upon the termination conditions, including the effective date in the case of partial termination, the portion to be terminated or by the contractor upon written notification to the City of Albany setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if in the case of partial termination, the City of Albany determines that the remaining portion of the award will not accomplish the purposes for which the contract was awarded, the City of Albany may terminate the contract in its entirety.
12. **Termination for Cause:** In the event that the contractor shall for any reason or through any cause be in default of the terms, conditions, or obligations of the contract documents, the City may give the contractor written notice of such default and terminate the contract. All terms, conditions, and obligations of the contract documents are considered material. The City may, in its discretion, provide the contractor an opportunity to cure the default, if curable, prior to termination. Unless a different duration is provided in the notice of default, the contractor shall have fourteen (14) calendar days to cure the default from the date such notice is mailed to the contractor, unless notification is by facsimile or personal delivery, in which case the opportunity to cure shall commence upon delivery of the notice. Upon failure of the contractor to cure the default the City may immediately terminate the contract effective as of the mailing or delivery of the default notice. If the City terminates the contract, the contractor shall remain liable for performance of all terms, conditions, and obligations through the date of termination. Termination by the City shall not constitute a waiver by the City of any other rights or remedies available to the City by law or contract.
13. The City of Albany reserves the right to accept or reject any and all responses and to waive technicalities as deemed to be in the best interests of the City of Albany.

14. Submit all questions via email to jswilliams@albanyga.gov; cc: mtrotter@albanyga.gov; and tewilliams@albanyga.gov or fax questions to (229) 431-2184. Replies of substance will be in writing and made available to all potential vendors/proposers.

MINIMUM SPECIFICATIONS

SHIRT - SHORT SLEEVE AND LONG SLEEVE (WORK) – SPECIFICATION #1:

1. **FABRIC** – 65% Dacron/Polyester / 35% Combed Cotton, leno weave, permanent press with soil release finish, colorfast. Double Yoked. Round dress style hem. Buttonhole's lock-stitched
with six four-hole industrial grade buttons with seventh button either as snap or button. Two
breast pockets with pencil compartment in left pocket. Emblem will be placed over left pocket. Also available in ladies cut. Minimum 4.3 ounces per square yard. Thread counts 104 x 50.
(Mini check fabric will be a minimum of 3.9 ounces per square yard).
2. **LONG SLEEVE** – Same as above except material also available in 100% cotton.
3. **SIZES AVAILABLE:** A minimum of sizes from standard U.S. industry for men's sizes from 14-1/2 to 20-1/2. Larger sizes available to order. Women's standard industry sizes from 6-22. Other sizes available to order.
4. **SLEEVE LENGTHS:** S (31-1/2-32), M (33), L (34-1/2) and XL (36).
5. **FRONT:** Top center left front 1-1/4" lined with 2.50 weight Dacron/Polyester, 7/8" hemmed right front. Seven 18 line four-hole polyester buttons. Buttonholes are lock stitched. One pocket each front.
6. **BACK:** One pleat each side with two-piece yoke, bottom hemmed 3/16"
7. **COLLAR:** Dress style banded collar, fully lined with 2.60 weight 50% polyester/50% cotton, 2-1/2"
x 1/2" collar stays and 1/4" topstitching. Crease N'Tack or equivalent lined band.
8. **POCKETS:** One each front, 5" wide and 5-7/8" deep at point and one triangle tack at each upper corner. Self-material pencil compartment in left pocket.
9. **THREAD:** Colorfast thread used in all operations.
10. **CUTTING:** Shirt parts are marked and precision cut utilizing the latest technology available.
11. **FINISHING:** Finished shirts are steam pressed.

12. **LABEL:** All shirts have a label permanently attached showing size in inches and brand identifications. Country of origin (made in USA preferable) and Caution: Not flame-retardant shown on a separate label with lot number, fiber content and care instructions.
13. **SLEEVES – Long sleeves** with rounded cuffs lined with 4.20-ounce permanent press 100% cotton, one button closure. Cuff width 2-1/2", topstitched 1/4". Sleeves have a 1-1/8" wide finished placket.
14. **SLEEVES – Half sleeves** measure 9-1/2" from shoulder seam with 1" hem and bartack reinforcement at sleeve seam.
15. **WOMEN** – Shirts to be available in female contoured styles also in standard industry women's sizes. Five buttons w/vertical buttonholes, gripper at neck. Half sleeve and long sleeve. Squared bottom hem.
16. **COLORS** – Available in various solid colors, stripes and checks to co-ordinate with trousers in men's and women's cuts. Provide list of colors for shirts, color pictures and sample with proposal.

MINIMUM SPECIFICATIONS

SHIRT –SHORT SLEEVE DRESS/EXECUTIVE (LONG AND SHORT SLEEVE) –SPECIFICATION

#2

1. **FABRIC** – 60% Cotton/40% polyester, 50 pick oxford weave permanent press with soil release finish. 4. 25ounces per square yard minimum weight.
2. **LONG SLEEVE** – same as above material dress style shirt with button-down collar, two-piece yoke, one left breast pocket and round dress style hem.
3. **SIZES** – Minimum sizes for men's U.S. industry standards: 14-1/2 to 18-1/2. Tall men size available in 15-1/2 to 18-1/2. Larger sizes available to order. A minimum of women's U.S. industry standard shirts sizes in women's sizes from 6 to 22. Other sizes available to order.
4. **COLORS** – White, light blue and other colors to co-ordinate with trousers minimum. Provide list of colors with proposal and sample one color.
5. **SHORT SLEEVES:** dress style shirt with button-down collar, two-piece yoke, one left breast pocket and round dress style hem. Half sleeves measure 9-1/2" from shoulder seam with 1" hem and bartack reinforcement at sleeve seam.
6. **LONG SLEEVES:** Long sleeves with rounded cuffs lined with 4.25 weight permanent press 100% Cotton, one button closure. Cuff width 2-1/2", topstitched 1/4". Sleeves have a finished sleeve placket for the vent.
7. **FRONT** – Top center left front 1-1/4" lined with 2.50 weight Dacron® polyester, 1" hemmed right front. Seven polyester buttons. Buttonholes are lock stitched. One left breast pocket.

8. **BACK** – Plain back with two-piece yoke, bottom is double turned and narrow hemmed.
9. **COLLAR** – Dress style button-down collar, fully lined with 2.50 weight 50% polyester/50% cotton. ¼" topstitching. Band lined with permanent press treated cotton. One button at each collar point.
10. **POCKETS** – One left breast pocket with V-shaped hem and one triangle tack at each upper corner.
11. **THREAD** – Colorfast polyester used in all operations.
12. **CUTTING** – Shirt parts are marked and precision cut utilizing the latest technology available through computerized equipment.
13. **FINISHING** – Finished shirts are steam pressed.
14. **LABEL** – All shirts have a label permanently attached showing size in inches or stamped inside collar band with brand identifications on a separate label. Country of origin (made in USA preferable) and Caution: Not flame-retardant shown on a separate label with lot number, fiber content and care instructions.

MINIMUM SPECIFICATIONS

SHIRT – WOMEN'S EXECUTIVE BLOUSE – LONG SLEEVE – SPECIFICATION #3

1. **FABRIC** – 60% Cotton/Polyester, oxford weave, permanent press finish. Minimum 3.0 ounces per square yard.
2. **STYLE** - Long sleeve oxford shirt with button down collar, two-piece yoke, one left breast pocket and round style hem. (Short sleeves available).
3. **SIZES** – Minimum women's sizes in U. S. industry standards from 6 to 22. Other sizes available to order.
4. **FRONT** – Top center right front 1-1/4" lined with 2.50 weight Dacron® polyester; 1" hemmed left front. Seven polyester buttons. One left breast pocket.
5. **BACK** – Plain back with two-piece yoke, bottom is double turned and narrow hemmed.
6. **COLLAR** – Button down collar, fully lined with 2.50 weight Dacron® polyester, ¼" topstitching. Band lined with permanent press treated cotton. One button at each collar point.
7. **SLEEVES** – Long sleeves with rounded cuffs lined with 4.25 weight permanent press 100% cotton, one button closure. Cuff width 2-1/2", topstitched ¼". Sleeves have a finished sleeve placket.

8. **POCKETS** – One left breast pocket with V-shaped hem and one triangle tack at each upper corner.
9. **THREAD** – Colorfast polyester used in all operations.
10. **FINISHING** – Finished shirt will be steam pressed.
11. **LABEL – All** shirts have labels permanently attached showing brand identification. Size is stamped on inside of collar band or attached with a permanent label. Country of origin (made in USA preferable) and **Caution: Not flame-retardant** shown on a separate label with lot number, fiber content and care instructions.
12. **COLORS** – Available in various colors to co-ordinate with pants. Provide a list of colors with proposal with color pictures.

MINIMUM SPECIFICATIONS

TROUSERS - WORK – SPECIFICATION #4

1. **FABRIC** – 65% Dacron® polyester/35% combed cotton twill, permanent press finish soil-resistant fabric. Minimum 7.9 ounces per square yard. Also available in 100% cotton, 8-1/2 oz. preshrunk cotton twill for those with special requirements.
2. **STYLE** – Pleated front, zipper fly, quarter top front pockets, welt face back pockets.
3. **SIZES** – Minimum waist sizes in men's U.S. industry standards from 28 to 42 available in short rise with inseams up to 32" and medium rise with inseams up to 36". Waist sizes 44 to 54 in medium rise only with inseams up to 36". Other sizes available to order. Women's sizes in U.S. industry sizes from 6 to 22 inside elastic and 6-28 in half elastic waist. Other sizes available to order.
4. **POCKETS** – Two quarter top front pockets reinforced with an additional ply of material across bottom. Two double welt back pockets with button closure on the left. Material is 65% polyester/35% cotton, 2.30 weight. All pocket openings are bar tacked at each end.
5. **WAISTBAND** – Two piece, finished 1-1/2" with lining and 3/4" Ban-Rol® or equivalent. Curtain is 65% polyester/35% cotton, 2.60 weight finishing 1-5/8", and contains a shirt retaining ribbon. Stainless steel hook and eye closure.
6. **BELT LOOPS** - Waist sizes 27 through 37 have seven belt loops with additional loops added for size 38 and above. Loops are of double thickness, lined, finished 5/8" wide and will accommodate a 1-1/2" belt. Each loop is bar tacked through shell fabric and lining for sturdy reinforcement.
7. **ZIPPER** –Industrial weight brass type with heavy-duty slider and metal stops on permanent press tape.
8. **SEWING** – Colorfast thread is used in all operations. Side seams and inseams are chain stitched of reduce the possibility of seam breaks. Seat seam and fly are taped. Seat seam

is double needle chain stitched with heavy-duty thread. Trousers have allowance for waist alterations. All points of stress are bar tacked.

9. **CUTTING** – Trouser parts are marked and precision cut utilizing the latest technology available through computerized equipment.
10. **FINISHING** – Side seams and inseams are pressed open in the manufacturing process. Assembled trousers are steam pressed.
11. **LABEL** – All trousers have a label permanently attached showing size and brand identification. Country of origin (made in USA preferable) and Caution: Not flame-retardant shown on a separate label with lot number, fiber content and care instructions.
12. **WOMEN’S** – Trousers available in women’s contoured fit. Front darts and over hip pockets. Slight taper. Waist 4-28. Minimum 8-1/4 oz. twill. Also available inside elastic and half-elastic waist with straight leg. Waist 4-28. Other sizes available to order.
13. **COLORS** - trousers available in various colors to co-ordinate with shirts. Provide a list of colors with proposals and sample of men and women in one color each.

MINIMUM SPECIFICATIONS

TROUSERS – PLEATED EXECUTIVE - SPECIFICATION # 5

1. **FABRIC** – 65% polyester/35% combed cotton ring spun twill, permanent press soil release finish. Minimum 7.9 ounces per square yard weight.
2. **STYLE** –Pleated front, zipper fly with fly tab, quarter top front pockets, and welt face back pockets.
3. **SIZES** – Waist sizes 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 40 and 42 available in short rise with inseams up to 32” and medium rise up to 36”. Waist sizes 44, 46, 48, 50, 52 and 54 in medium rise with inseams up to 36”.
4. **POCKETS** – Two quarter top front pockets reinforced with an additional ply of material across bottom. Two double welt back pockets with button closure on left. Material is 65% polyester/35% cotton, 2.30 weight minimum. All bar tack openings are barracked at each end.
5. **WAISTBAND** – Two piece, finished 1-1/2” with lining and 3/4” Ban-Rol® or equivalent. Curtain is 65% polyester/35% cotton, 2.6 oz. weight minimum finishing 1-5/8” and contains a shirt retaining ribbon. Stainless steel hook and eye closure.
6. **BELT LOOPS** – Waist sizes 27 through 37 have seven belt loops with additional loops added for size 38 and above. Loops are of double thickness, lined, finished 5/8” wide and will accommodate a 1-1/2” belt. Each loop is bar tacked through shell fabric and lining for sturdy reinforcement.
7. **ZIPPER** – Industrial weight brass with heavy duty slider and metal stops on permanent press tape.

8. **SEWING** – Colorfast polyester thread is used in all operations. Side seams and inseams are chain stitched to reduce the possibility of seam breaks. Seat seams are double needle chain stitched with heavy-duty thread. Trousers have allowance for waist alterations. All points of stress are bar tacked.
9. **FINISHING** – Side seams and inseams are pressed open in the manufacturing process. Assembled trousers are steams pressed. Creaset applied to leg creases.
10. **LABEL** – All trousers have a label permanently attached showing size in inches and centimeters, and brand identification. Country of origin (made in USA preferable) and Caution: Not flame-retardant shown on a separate label with lot number, fiber content and care instructions.
11. **WOMEN’S** – Available in women’s contoured fit styles in U.S. industry standard sizes. State size range.
12. **COLORS** - Available in various colors to co-ordinate with executive shirts. Provide a list of colors and color pictures with proposals of men’s and women’s trousers and a sample of each style for men and women.

MINIMUM SPECIFICATIONS

OPTIONAL DIRECT PURCHASE:

JACKETS – WORK – SPECIFICATION #6

1. **FABRIC** – 65% Dacron® polyester/35% combed cotton twill, permanent press with soil release finish. Minimum 7.9 ounces per square yard.
2. **STYLE** – Trim-flex jacket, modern styling with two front welt-slash pockets and left breast pocket. Two panel front, bi-swing back with two piece yoke. Self-fabric waistband with elastic inserts. Available in aviator elastic waist style or Ike style (straight).
3. **SIZES** – 36, 38, 40, 42, 44, 46, 48, 50, 52, 54 and 56. Sleeve lengths: S (31-1/2”), M (33”), L (34-1/2) and XL (36”).
4. **FRONT** – Two-panel front with two welt-slash pockets and one breast pocket with welt. Pocket openings are bar tacked at each end. Pocketing material is 65% Polyester/35% cotton, 2.30 weight.
5. **BACK** – Bi-swing back with two-piece yoke, hidden stretch knit inserts over each shoulder, taped and hemmed bottom. Self-fabric waistband, 2-1/2” wide, with elastic inserts at each side.
6. **LINER** – Will accommodate zip-in/zip-out liner.
7. **SLEEVES** – Two-piece sleeves. One-piece cuffs with a 2-1/2” finished width, two buttons for adjustment, topstitched 1/4” and bar tacked.

8. **COLLAR** – Two-piece construction with 4.25 weight 100% cotton lining, sewn in 3-1/4" x 1/2" collar stays and 1/4" topstitching.
9. **ZIPPERS** – Industrial weight brass type with heavy-duty slider and metal stops on permanent press tape. Aluminum zipper on inside facing for zip-in/zip-out Master liner.
10. **THREAD** – Colorfast polyester used in all operations.
11. **CUTTING** – Jacket parts are marked and precision cut utilizing the latest technology available through computerized equipment.
12. **FINISHING** – Finished jackets are steam pressed.
13. **LABEL** – All jackets have a label permanently attached showing size and brand identification. Country of origin (made in USA preferable) and Caution: Not flame-retardant shown on a separate label with lot number, fiber content and care instructions.
14. **COLORS** – Available in coordinating colors to match pants. Provide a list of colors with proposal and pictures.

MINIMUM SPECIFICATIONS

OPTIONAL DIRECT PURCHASE:

JACKET LINER - REMOVABLE - SPECIFICATION # 7

1. **FABRIC** – 100% Nylon shell, 86 pick front and back. Body has Thinsulate® insulation, 8.2 ounces per square yard. Sleeves have Thinsulate® insulation, 4.9 ounces per square yard with 50% nylon/50% cotton knitted wristlets.
2. **STYLE** – Long sleeve, zip-in liner for jackets, patch pocket inside left side. Cuffs of sleeves have an elastic loop for attaching jacket.
3. **SIZES** – 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56. Sleeve lengths: S (31-1/2"), M (33"), L (34-1/2"), XL (36").
4. **ZIPPERS** – Aluminum zipper for attaching jacket.
5. **THREAD** – Colorfast thread used in all operations.
6. **LABEL** – All master liners have printed label permanently attached showing brand identification, care instructions, country of origin and CAUTION: NOT FLAME RETARDANT. MADE IN USA preferable. Also attached is a separate label with lot number, size and fiber content.

MINIMUM SPECIFICATIONS

OPTIONAL UNIFORM

COVERALLS – WORK – SPECIFICATION #8

1. **FABRIC** – 65% Dacron® polyester/35% combed cotton twill, permanent press with soil release finish. Minimum 8.0 ounces per square yard.
2. **STYLE** – Long sleeve with left breast pockets, zipper front closure, two lower slash pockets with pass-through openings, plain back with two lower patch pockets.
3. **SIZES** – Regular length in size S, Regular and long lengths in sizes M, ML, L, XL, 2XL.
4. **FRONT** – Two- panel upper front with heavy-duty 2-way metal zipper. Snap at the top of the zipper and at neck opening. Two patch pockets on upper front and two lower slash pockets with pass-through openings for access to trouser pockets on left. Lower front pockets are reinforced for durability.
5. **BACK** – Plain back with modified bi-swing for ease of movement. Two lower back patch pockets with button and buttonhole closure on left back pocket.
6. **COLLAR** – One piece collar with top-stitching for a finished look.
7. **SLEEVES** – Long, 2-piece sleeves with 7/8" hem.
8. **LABEL** – All coveralls have a label permanently attached showing size in inches, brand identification, lot number, fiber content, care instructions and CAUTION: NOT FLAME-RETARDANT and country of origin. Vendor must state manufacturer origin and/or assembly origin if different.

MINIMUM SPECIFICATIONS

OPTIONAL DIRECT PURCHASE:

SHOP CAPS - SPECIFICATION #9

1. **FABRIC** – Approximately 6.5 ounce weight washable polyester/cotton knit blend material matching trousers and jackets.
2. **STYLE** - Army fatigue style, baseball cap (summer and winter). Caps with mesh backing to be available for summer wear and Scotchgard® visor fabric. Adjustable sizes.

3. **EMBLEM** –Emblem to be embroidered and sewn on caps as per department requirements.

EMBLEMS

Vendor to furnish and attach all required emblems to uniforms; the City of Albany will provide emblems to the successful proposer.

OPTIONAL UNIFORM:

HEAVY DUTY PULLOVER POLO SHIRT – SPECIFICATION #10.

1. **FABRIC** - Heavy duty 60% cotton/40% polyester pique knit polo with spun polyester that is non-pilling and stain resistant with a minimum of 5.3 ounces per square yard.
2. **COLOR:** Navy, burgundy and green are minimum colors. Good color retention and moisture management that allows moisture to rise to the surface keeping employee looking fresh. State any additional colors available.
3. **STYLE:** Three-button placket with wood tone buttons, left chest pocket, V side-vent with straight hemmed bottom.
4. **SIZES:** Small through 4XL minimum. Long sizes in 2XL through 4XL minimum. Unisex relaxed- fit polo in solid and/or pattern colors. State colors available.
5. **COLLAR:** Ribbed knit with coordinating colors.
6. **SLEEVES:** Half sleeves with ribbed knit cuffs in coordinating colors and/or patterns.
7. **FRONT:** Plain with 1-3/8" wide placket front, 6" long. Outside edge of placket is stitched to shirt front.
8. **BACK.** Plain back.
9. **LABEL:** All shirts have label permanently attached to an inside yoke showing brand identification and CAUTION: NOT FLAME RESISTANT. A separate label shows size and country of origin. A separate label sewn along the shirt hem or side indicates lot number, fiber content and care instructions.

MINIMUM SPECIFICATIONS

OPTIONAL UNIFORM:

HIGH VISIBILITY YELLOW-LIME GREEN SHIRT – SPECIFICATION #11.

1. **SPECIAL VISIBILITY** - Shirt to meet ANSI II and ANSI 107-2004 class 2 Level 2 compliance for visibility with reflective stripes. High visibility yellow shirt w/silver 3M retroreflective tape attached at garment assembly.
2. **FABRIC** - Material to be a minimum of 5 oz. per square yard 100% spun polyester soil release (moisture wickable) fabric. Machine washable and permanent-press
3. **POCKETS** - Two button-through hex style pockets, pencil slot in left pocket are bar-tacked.
4. **FRONT**– Stitched down front facing. Vertical buttonholes.
5. **SLEEVES** - Shirt will have option of short sleeves or long sleeves.
6. **SIZES** - Sizes range from S to 4XL in short sleeve and S to 2XL in regular long sleeves and S to 4XL in longs for long sleeves.
7. **COLLAR** – Lined collar with stays.

OPTIONAL UNIFORM:

ENHANCED VISIBILITY SHIRT – SPECIFICATION #12.

1. **FABRIC** - Shirt material to be a minimum of 4.25 oz. per square yard 65% polyester/35% cotton soft touch industrial poplin with a two-piece yoke and two bar-tacked button-thru chest pockets with a pencil slot. Durable press, moisture wickable, soil release fabric. All tape is attached at garment assembly.
2. **SPECIAL VISIBILITY** - Fluorescent trim with reflective tape in high visibility yellow/lime stripes 2-1/2" in size with 1/2" reflective tape across back.
3. **COLLAR**- Lined collar w/ stays.
4. **FRONT**- Shirt will have a six-button front with vertical buttonholes and snap at the neck. Stitched down front facing.
5. **SIZES** - Sizes range from S to 4XL in short and long sleeve styles.
6. **COLORS** – Minimum colors are navy, light green, light grey and tan.

MINIMUM SPECIFICATIONS

OPTIONAL UNIFORM

FLAME RESISTANT SHIRT – SPECIFICATION #13.

1. **STYLE** - Shirt will be long sleeve styling, two-piece lined collar of heavy 7 oz. per square yard 88% cotton/12% nylon WestexIndura® Ultra Soft® with an ARC protection rating of 8.7 ATPV only. Lot number #149FR.

2. **COLORS** - Colors to be a minimum of navy and light blue.
3. **SIZES** - Sizes range from S, M, L, XL, 2XL and 3XL. Tall Sizes in M, L, XL and 2XL. Special sizes may be special ordered.
4. **SLEEVES** – Long sleeves with rounded cuffs lined with AM37 Harocol, 4.0 oz. Two eyelets are sewn on each sleeve under the arm. Cuff closure is two buttons and one buttonhole.
5. **FRONT** – Top center left front 1-1/2" wide, lined with AM78 Harocol, and a 1" hemmed right front. Top center is detailed with 4'needle topstitching. Seven 20-line four hole wood tone buttons. Buttonholes are lock stitched.
6. **POCKETS** – One oversized hex pocket on each front, set with two needle topstitching and bar tack reinforced at each upper corner. Self-material pencil compartment is sewn inside left pocket. Button through closure on pockets.
7. **THREAD** – All exposed construction is sewn with Nomex® thread.
8. **LABELING** – A permanent label shall be attached to the underside of the collar indicating the lot number, size, fiber content, fabric brand name, compliance with F1506, and the Arc Rating. It will also include the manufacturing date code and a serialized barcode that uniquely identifies each individual garment. A permanent label shall be attached inside the shirt on the yoke to indicate the manufacturer, care instructions, and country of origin. A permanent label shall be attached at the bottom right front panel indicating the fabric is WestexIndura® Ultra Soft®. A permanent "HRC 2" label shall be attached at the top right corner of the left pocket.

OPTIONAL UNIFORM:

FLAME RESISTANT TROUSERS – SPECIFICATION #14.

1. **STYLE** - Trousers will be plain front in a relaxed fit with zipper fly. Lot # 668FR.
2. **FABRIC**- Fabric will be a minimum 9-oz. per sq. yard 88% cotton/12% nylon WestexIndura® Ultra Soft® material only. Machine washable.
3. **ARC RATING** - Protection rating with be an ARC Rating of 12.4 ATPV.
4. **COLORS** - Colors to be a minimum of navy and visual green.
5. **POCKETS** – Two quarter top front pockets reinforced with an additional ply of material across bottom pocket boot and two needle topstitching along pocket opening. Two concealed welt back pockets with button closure on both pockets. Pocketing material is 100% FR-7A cotton, 7.0 sq. yd. All pocket openings are bar tacked at each end.
6. **WAISTBAND** – One piece waistband from self-fabric finishes 1-1/2" wide. Metal button and eyelet buttonhole closure.
7. **ZIPPER** – Industrial weight brass type with heavy duty slider and metal stops on Nomex® tape (YKK Brand).

8. **SEWING** – All construction is sewn with Nomex® thread. All points of stress are bar tacked. Side seams are safety stitched and triple needle topstitched while the inseams and seat seam are felled with triple needle stitching using Tex 80 Nomex® thread.
9. **SIZES** – Waist sizes 28 thru 54 and inseam lengths up to 37". Special sizes available with special order.
10. **LABELING**- An "FR" logo is embroidered on right back panel above pocket. A permanent label shall be attached inside the trouser indicating the manufacturer, country of origin, care instructions. A permanent label shall be attached inside the trouser indicating the lot number, size, fiber content, brand name, compliance with F1506 and the Arc rating. A permanent label shall be attached stating fabric content of Indura® Ultra Soft® and that the trousers are rated as "HRC 2".

SPECIAL INSTRUCTIONS

1. **The City of Albany and Dougherty County are requesting proposals for a one (1) year firm price contract for Rental Work Uniforms with four (4) options to renew for additional one-year terms at a rate not to exceed the CPI Index Rate for Southern Urban Issue B/C in effect at each renewal term. Each entity will issue a separate purchase order for the contract. UNIFORMS WILL BE REPLACED IN ENTIRETY AT THE BEGINNING OF EACH YEAR IF CONTRACT IS RENEWED AND REPLACEMENT TRANSITION MUST BE COMPLETED WITHIN SIXTY DAYS OF RENEWAL OR INCUR A PENALTY EQUAL TO RENTAL FEES FOR THE LENGTH OF DELAY.**
2. Uniforms shall be of the quality designated in the attached specifications and shall be the color shown by each delivery point. Some divisions may require all cotton such as the City Shop and some Divisions of the Utility Department. All uniforms will be new issue at the beginning of the contract and eligible for replacement at the beginning of each subsequent renewal. **One sample of each item specified shall accompany vendor's proposal for proper consideration and evaluation requirements.**
3. Women's uniforms to be contoured fit for females. **Sample required of items in female cut** as specified. There are a limited number of females in various departments requiring female cut uniforms. **Vendor should indicate availability of sizes and styles in women's uniforms in product line proposed.**
4. Each person shall receive one uniform per shift of work. Most employees work five-day weeks, a few exceptions will work four and six days. Minimum of eleven new uniforms per employee shall be issued to meet the needs of the five-day work week.
5. OPTIONAL: Jackets with emblem matching uniform may be purchased as needed from vendor at a one-time purchase cost and will be considered in the total evaluation of proposals. State lead time.
6. OPTIONAL: Some departments wear caps to match the pants and may be purchased from vendor at a one-time purchase cost also to be considered in the total evaluation of proposals. State lead time.
7. Emblems are to be attached to shirts and jackets. These emblems will be the City of Albany logo for City uniforms, and Dougherty County Board of Commissioners logos for County uniforms.
8. In calculating prices, consider that all personnel are allowed a minimum of two weeks' vacation per year and an average of six days sick leave. **Charges for rental of uniforms of personnel out on leave in excess of fifteen working days will cease upon notification to vendor until employee reports back to work.**

9. **Vendor will be responsible** for maintaining the uniforms and make repairs to buttons, zippers, pockets, seams, etc. and to replace the uniform item if torn beyond suitable repair during the entire term of the contract. Vendor to submit a statement with his quotation outlining company policy on replacing uniform pieces. Uniforms are to be delivered to each department free of wrinkles, neat in appearance, fresh smelling and free of unsightly patches or torn places **at all times**. Exceptions may be considered for mechanics and welders. All uniforms will be evaluated by the City and County at the end of each year for **necessary** replacements. **Vendor must state lead time for replacing uniforms.**
10. Prompt service of a maximum of two weeks is expected in replacing uniform items when required regardless of time remaining on contract. During the last six months of fourth year, the uniforms of terminated employees of same department may be issued to new employees if a proper fit and presentable in appearance and approved by the using agency department head.
11. Names will be added to the contract on the date they are put into uniforms and deleted on the date the uniforms are turned in. Arrangements will be made with the successful proposer to administer the additions and deletions.
12. All uniforms will be picked up and delivered only to the using agency one day per week. Delivery schedules are to be worked out with each using department/division for their schedule day. A list of departments, contact person and locations are attached.
13. Invoicing may be done weekly or monthly, according to the practice of the supplying agency, but payment will be made monthly. The City prefers to be invoiced per man per week without considering vacation or sick leave as outlined in paragraph 8. An itemized invoice will be submitted initially showing the persons' names that are getting uniforms. As the personnel change, an updating will be shown on the invoice of additions or deletions. Purchases of jackets or caps will be shown separately stating the purchase order number accordingly.
14. The contract may be terminated with or without cause on a thirty-day advance written notice.
15. Each employee may select either short or long sleeve shirts to be used year-round.
16. Different departments may select different colors – see attached list. Color indicates pant and jacket color. Shirt may be white or the complimentary color to pants as selected by the department.
17. Samples shall be furnished **with the proposals** with all manufacturers' labels attached for proper consideration and evaluation.

QUOTATION FORM

CITY OF ALBANY EMPLOYEES:

5 Day Work Week for **200** men's new WORK uniforms including embroidered emblems.

Daily Price	Weekly Rate	Annual Rate Per Person	Total

(one uniform)

(Col. 1 x 5 Days)

(Col. 2 x 52 Weeks)

(Col. 3 x 200 Men)

5 Day Work Week for **30** Women's new WORK Uniforms including embroidered emblems.

Daily Price	Weekly Rate	Annual Rate Per Person	Total

(one uniform)

(Col. 1 x 5 Days)

(Col. 2 x 52 Weeks)

(Col. 3 x 15 Women)

5 Day Work Week for **40** Men's Executive Uniforms including embroidered emblems.

Daily Price	Weekly Rate	Annual Rate Per Person	Total

(one uniform)

(Col. 1 x 5 Days)

(Col. 2 x 52 Weeks)

(Col. 3 x 55 Men)

5 Day Work Week for **4** Women's Executive Uniforms including embroidered emblems.

Daily Price	Weekly Rate	Annual Rate Per Person	Total

(one uniform)

(Col. 1 x 5 Days)

(Col. 2 x 52 Weeks)

(Col. 3 x 4 Women)

5 Day Work Week for **1** Men's Flame Retardant Uniforms including embroidered emblems.

Daily Price	Weekly Rate	Annual Rate Per Person	Total

(one uniform)

(Col. 1 x 5 Days)

(Col. 2 x 52 Weeks)

(Col. 3 x 1 Men)

TOTAL CITY COST

OPTIONAL RENTAL UNIFORM SELECTIONS PRICING:

5 Day Work Week for 77 Men & Women in HiVisibility Shirt w/emblems and industrial work pants

Daily Price	Weekly Rate	Annual Rate per Person	Total

5 Day Work Week for 77 Men & Women in Enhanced Visibility Shirt w/emblems & industrial work pants.

Daily Price	Weekly Rate	Annual Rate per Person	Total

(one uniform)

(Col. 1 x 5 days)

(Col. 2 x 52 Weeks)

(Col. 3 x 1 Man)

QUOTATION FORM

DOUGHERTY COUNTY EMPLOYEES:

5 Day Work Week for 93 Men's **WORK** uniforms including embroidered emblems.

Daily Price	Weekly Rate	Annual Rate Per Person	Total
(one uniform)	(Col. 1 x 5 Days)	(Col. 2 x 52 Weeks)	(Col. 3 x 93 Men)

5 Day Work Week for 6 Women's new **WORK** uniforms including embroidered emblems.

Daily Price	Weekly Rate	Annual Rate Per Person	Total
(one uniform)	(Col. 1 x 5 Days)	(Col. 2 x 52 Weeks)	(Col. 3 x 6 Women)

5 Day Work Week for 19 Men's **Executive** Uniforms including embroidered emblems.

Daily Price	Weekly Rate	Annual Rate Per Person	Total
(one uniform)	(Col. 1 x 5 Days)	(Col. 2 x 52 Weeks)	(Col. 3 x 19 Men)

TOTAL

OPTIONAL RENTAL UNIFORM SELECTIONS PRICING:

5 Day Work Week for **77** Men & Women in HiVisibility Shirt w/emblems and industrial work pants

Daily Price	Weekly Rate	Annual Rate per Person	Total

5 Day Work Week for **77** Men & Women in Enhanced Visibility Shirt w/emblems & industrial work pants.

Daily Price	Weekly Rate	Annual Rate per Person	Total
(one uniform)	(Col. 1 x 5 days)	(Col. 2 x 52 Weeks)	(Col. 3 x 1 Man)

QUOTATION FORM

UTILITY DIVISION EMPLOYEES

5 Day Work Week for **20** Men's Industrial Work Uniforms including embroidered emblems.

Daily Price (unit price one set)	Weekly Rate	Annual Rate Per Person	Total

(one uniform)

(Col. 1 x 5 Days)

(Col. 2 x 52 Weeks)

(Col. 3 x 20 Men)

5 Day Work Week for **166** Men's All Cotton Uniforms including embroidered emblems.

Daily Price (unit price one set)	Weekly Rate	Annual Rate Per Person	Total

(one uniform)

(Col. 1 x 5 Days)

(Col. 2 x 52 Weeks)

(Col. 3 x 166 Men)

NOTE: Females are all wearing the men's cut.

5 Day Work Week for **24** Men's Executive Uniforms including embroidered emblems.

Daily Price	Weekly Rate	Annual Rate Per Person	Total

(one uniform)

(Col. 1 x 5 Days)

(Col. 2 x 52 Weeks)

(Col. 3 x 24 Men)

TOTAL UTILITIES COST

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OPTIONAL PRICE

5 Day Work Week for **166** Men's All Flame Retardant Uniforms including embroidered emblems.

Daily Price (unit price one set)	Weekly Rate	Annual Rate Per Person	Total

(one uniform)

(Col. 1 x 5 Days)

(Col. 2 x 52 Weeks)

(Col. 3 x 166 Men)

QUOTATION FORM

OPTIONAL DIRECT PURCHASE ITEMS-

1. SHOP CAPS w/logo - SPECIFICATION #9 ea, _____
State if any minimum order requirements.

2. JACKETS, WORK w/logo. SPECIFICATION #6 ea. _____

3. LINERS, JACKET WORK. SPECIFICATION #7 ea. _____

ITEMIZED BREAKDOWN BY DEPARTMENT

City of Albany

DEPARTMENT	ADDRESS	COLORS	ITEM	NUMBER OF
	CONTACT			EMPLOYEES
Albany Police	201 W. Ogelthorpe	Khaki	Pants	5- male
(Maint.)	Del Marie Judge	Blue/white trimming	Shirt	5- male
Fleet Maintenance	1312 Blaylock St.	Navy Blue	Pants & shorts	11- male
Fleet Management	Angela Calhoun	Khaki tan	Pant Executive	5- male
Dept. 11		White & Dk. Blue Stripe	Shirt Executive	5- male
		Charcoal & Blue (X935)	Shirt	5 -male
		Gray & Dk. Blue Stripe	Shirt	10-male
Central Services	1726 Lily Pond	Dark Brown	Pant	3-male/ 1-female
Materials Management	Exylyn Mitchell	Tan	Shirt	3-male/ 1-female
Dept. 11		White	Shirt	1-female
Engineering	240 Pine Ave. #360	Khaki Tan or Navy	Pant Executive	9-male
Dept. 24 Civil Div.	Robert Griffin	Lt. Blue or White	Shirt Executive	9-male
Engineering	1127 Highland Ave.	Various Colors, Button up	Exec. Shirts	1-male

Dept. 24	Ken Breedlove	Khaki Tan	Exec. Pants	1-male
		Button up & Pullover	Shirt	4-male
Signal Crew		Khaki Tan	Pant	4-male
Engineering	2110 Habersham Rd.	Khaki Tan	Pant	3-male/ 2-female
Dept. 24 Sign Shop	Florine Mitchell	Blue & White Pullover	Shirt	3-male/ 2-female
Planning	240 Pine Ave.	Khaki	Pant Executive	1-male
Dept. 21	Paul Forgey			
		White, Light Blue & Dark Blue	Shirt ½ Exec.	1-male
			Button Up	
		White	Shirt Executive	2-male
		Various Colors	Pullover Executive	3-male
Public Works	2726 Joshua Rd.	Lt. Green	Shirts	13-male/ 1-female
WPC Plant	Rita Jones	Khaki tan	Pants	13-male/ 1-female
Dept. 32		Assorted colors	Pants	2-male
		Assorted colors	Shirts	2-male
Public Works	1900 N. Monroe	Dark Green	Pants	26-male/ 1-female
Sewer Division		Khaki	Pants Executive	3-male
Dept. 34/36		Khaki	Shirt	26-male/ 1-female
		Jeans	Pant	3-male
Public Works	1900 N. Monroe	Navy Blue	Pants	25-male/ 6-female
Street Division	Rita Jones	Khaki, navy, jeans or black	Pants Executive	7-male/ 1-female
Dept. 33		Lt. Blue	Shirt	25-male/ 6-female
		Blue, green, burgundy check, white, lt. blue & gray	Shirt Executive	8-male/ 1-female
		White	Shirt	2-male
Public Works	1900 N. Monroe	Navy, khaki, jeans or black	Pant Executive	2-male/ 1-female
Solid Waste	Rita Jones	Dk. Gray	Pant	11-male/ 2-female
Dept. 39		Navy, khaki, jeans or black	Pant Executive	

		Gray	Shirt	11-male/ 2-female
		White or white stripe	Shirt	2-male/ 1- female
		Burgundy check, navy, green, lt. blue white & gray	Shirt Executive	2-male/ 1- female
Transit Dept.	712 Flint Ave.	Navy	Pant	4-male/ 2-female
Dept.77	Sebrena Haywood	(1/2 each color		
Maintenance		Navy stripe, white or assorted colors	Shirt ½ Exec.	4-male/ 2-female
Dept.77			Button up & ½ Pullover	
Drivers	Sebrena Haywood	Khaki & Navy	Pant	4-males/ 25-female
		Green and Burgundy	Shirt	4-male/ 25-female

ITEMIZED BREAKDOWN BY DEPARTMENT

DOUGHERTY COUNTY BOARD OF COMMISSIONERS

Facilities Maint.	219 N. Washington St.	Dk. Gray	Pant	15-male/ 3-female
	Heidi Minnick	White	Pant (Painter's)	0-male
		Khaki tan	Pant Executive	3-male
		Lt. blue	Shirt	15male/ 3-female
		White	Shirt	0-male
		Dark blue	Shirt Executive	3-male
Public Works	2108 Habersham	Khaki Tan	Pant Executive	7-male/ 1-female
Administration	Chuck Mathis	Lt. Blue/White	Shirt Executive	7-male/ 1-female
Public Work		Navy/Black	Pant	36-male/ 4-female
Maintenance		Lt. Blue	Shirt	40-male/female
		Khaki Tan, jeans, or navy	Pant Executive	11-male
		Micro pattern blue	Shirt	9-male/ 2-female
Solid Waste	900 Gaissert Road	Navy blue cargo	Pant	12-male/ 2-female
(Landfill)	Landfill Rd.	Lt. Brown	Shirt	0
		Khaki Tan	Pant Executive	0
		Dk. blue	Shirt Executive	1-male
		White	Shirt Executive	2-male
Sheriff – Jail	1302 Evelyn	Khaki pleated	Pant	6-male/ 1-female
	Dan Haggerty	Polo Pullover/ Burgundy	Shirt	6-male/1-female
		Khaki pleated	Pant Executive	2-male
		Polo Pullover/ Blue	Shirt	2-male

ITEMIZED BREAKDOWN BY DEPARTMENT

UTILITIES DIVISIONS

Energy Control	1726 Lily Pond Rd.	Gray	Pant Work	10-male
4850	Perry Mathis	Gray	Pant Work	1-female
		White	Shirt Work	8-male
		White	Shirt Work	1-female
		Lt. Gray	Shirt Work	2-male
		Navy or Khaki	Pant Executive	2-male
		White	Shirt Executive	2-male
Service Tech	218 N Washington St.	Gray	Pant Work	10-male
	Perry Mathis	Gray	Pant Work	2-female
		White	Shirt Work	10-male
		White	Shirt Work	2-female
		Navy or Khaki	Pant Executive	2-male
		White	Shirt Executive	2-male
Meter Readers	218 N Washington St.	Gray	Pant Work	5-male
	Perry Mathis	White	Shirt Work	5-male
Telcom	1726 Lily Pond Rd.	Gray	Pant Cotton	8-male
4700	Taanya French	Lt. Gray	Shirt Cotton	8-male
		Navy or Khaki.	Pant Executive	1-male
		White	Shirt Executive	1-male
Light Dept.	1726 Lily Pond Rd.	Gray	Pant Cotton	59-male
4600	Jimmy Norman	Lt. Gray	Shirt Cotton	59-male
		Navy or Khaki.	Pant Executive	2-male
		White	Shirt Executive	2-male
Gas Dept.	1726 Lily Pond Rd.	Khaki	Pant Cotton	1-male
4500	Ronnie Bowers	Khaki	Shirt Cotton	11-male
		Navy	Pant Executive	14-male
		White	Shirt Executive	1-male
		Navy	Shirts	3-male
Water Dept.	1726 Lily Pond Rd.	Gray	Pant Work	17-male
4400	Jimmy Norman	Gray	Pant Work	1-female
		Navy	Pant Work	5-male
		White	Shirt Work	5-male
		Lt. Gray	Shirt Work	17-male
		Lt. Gray	Shirt Work	1-female
		Navy or Khaki	Pant Executive	1-male
		White	Shirt Executive	1-male
Engineering	1726 Lily Pond Rd.	Navy or Khaki.	Pant Executive	4-male
4830	Robert Griffin	White	Shirt Executive	4-male
Water Treatment	1726 Lily Pond Rd.	Gray	Pant Cotton	2-male
4400	Perry Mathis	Navy	Pant Cotton	1-male
		White	Shirt work	1-male
		Lt. gray	Shirt work	2-male

		Navy or khaki	Pant Executive	1-male
		White	Shirt Executive	1-male
Maintenance	1726 Lily Pond Rd.	Gray	Pant Cotton	9-male
6114	Teresa Cochran	Lt. Gray	Shirt Cotton	9-male
		Navy or Khaki.	Pant Executive	4-male
		White	Shirt Executive	4-male
		Lt. Gray	Shirt Cotton	1-female

VIDEO CONFERENCING INSTRUCTIONS

Join Zoom Meeting

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Meeting ID: 814 3657 1802

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One tap mobile

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Dial by your location

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Join by SIP

81436571802@zoomcrc.com

****COMPLETE AND SUBMIT****

CERTIFICATION OF NON-COLLUSION

The proposer being sworn, disposes and says, _____

The proposer submitting this and its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this RFP.

SIGNATURE (AUTHORIZED)

COMPANY NAME

TITLE

DATE

CITY OF ALBANY
BID FORM #0003

****COMPLETE AND SUBMIT****

GOVERNING LAW AND VENUE

Proposer agrees that as to any actions or proceedings arising out or related to this agreement, any such proceedings shall be governed and determined by Georgia Law.

Proposer further agrees that as to any actions or proceedings arising out of or related to this agreement, any such action or proceeding shall be resolved only in an appropriate court located in Dougherty County, Georgia.

SIGNED (AUTHORIZED)

COMPANY NAME

TITLE

DATE

CITY OF ALBANY
BID FORM #0002

COMPLETE AND SUBMIT

INDEMNITY AGREEMENT

This indemnity agreement made and entered into in favor of CITY OF ALBANY (“ALBANY”), a municipal corporation, by_____.

WHEREAS, _____ has submitted a proposal to ALBANY so as to provide _____.

NOW, THEREFORE, as an additional consideration in ALBANY awarding the contract to _____.

_____ agrees to indemnify and hold harmless ALBANY, its agents, principals, officers, and employees, their successors and assigns, individually and collectively, with respect to all claims, demands or liability for any injuries to any person (including death) or damage to any property arising out of any alleged negligence of ALBANY, its officers, agents, or employees in connection with said bid /award; provided this indemnity shall not extend to any damage, injury or loss due to ALBANY’s sole negligence or willful misconduct of ALBANY. _____ shall defend against all such claims and pay expenses of such defense, including reasonable attorney fees, and all judgments based thereon.

WITNESS THE HAND AND SEAL of the _____ pursuant to proper corporate authority ____ day of _____, 2020.

[CORPORATE NAME]

By: _____

Title _____

Attest: _____

Title _____

[Affix Corporate Seal]

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	
Address:	
Solicitation/Contract No.:	
Solicitation /Contract Name:	

CONTRACTOR AFFIDAVIT

I understand that the City of Albany may not enter into a contract with _____(Name of Corporation) unless it has registered and does participate in the Federal Work Authorization Program defined in O.C.G.A. § 13-10-90(2), to-wit" (2) "Federal work authorization program" means any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the **City of Albany** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with sub-Contractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13- 10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of

Authorization (EEV/E-Verify Company Identification Number)

Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct.

Printed Name (of Authorized Officer or Agent of Contractor)

Contractor)

Title (of Authorized Officer or Agent

Signature (of Authorized Officer or Agent)

Date

Signed SUBSCRIBED AND SWORN BEFORE ME ON

[NOTARY SEAL]

Notary Public My Commission Expires: _____

Approved 10/23/2020